I. Call to Order and Roll:

Chairman Holtgrewe called the meeting to order and advised that a quorum was established.

Present: Josh Holtgrewe, Chairman
Phillip Fung, Secretary
Tommy Reyes
Ronald Colin

Absent: Jeremy Biggs, Alderman – Excused
Jennifer Walls – Excused
Daniel Davidson

II. Approval of Minutes from May 8, 2018 Meeting:

Chairman Holtgrewe called for a motion to approve the May 8, 2018 meeting minutes as submitted.

Motion: Ronald Colin made the motion. Tommy Reyes seconded it.

Vote on Motion: The motion carried unanimously.

III. Old Business:

A. Other as Properly Presented

There was no old business to come before the Committee.

IV. New Business:

A. Zip's Car Wash Sign Permit – 6083 Airline Road
Chairman Holtgrewe recognized Angela Reeder, Town Planner, who stated the applicant had not arrived. Chairman Holtgrewe moved to the next item to offer the applicant more time.
B. Discussion of Amending Design Guidelines

Chairman Holtgrewe stated that at the last meeting there were a few items mentioned to be reviewed in the Design Guidelines and recognized Ms. Reeder. She stated the Guidelines were originally adopted by the BMA in 2007, and any amendments must also be approved by the BMA. The Board amended the guidelines in 2008 and again in 2009. To amend the guidelines, the DRC should provide recommendations on any changes and the Planner would take those recommendations to the BMA for consideration.

Ms. Reeder noted three specific areas were brought up for consideration at a previous meeting: Alderman Biggs was interested in primary and secondary building materials, Mr. Davidson wanted to look at tree spacing, and Mr. Colin brought up a discussion about EIFS and stucco. In addition, the Chairman has mentioned updating our lighting guidelines.

Ms. Reeder explained the current Guidelines for street tree spacing and previous discussions about spacing needs when some trees reach full maturity, as well as the possibility of adopting a variation on the Airline Road template due to power lines south of I-40.

She then explained the differences between primary, secondary, and non-preferred building materials as written in the Guidelines. She noted Guidelines do not allow door/window framing to be clear anodized or silver aluminum, but exceptions have been made when it made sense. Some architectural metal features have also made sense and were approved in the past. She presented slides with photos of a variety of buildings around Arlington noting the materials, and noted that we want to encourage a variety in design, and not be laser-focused on one building or another.

Chairman Holtgrewe pointed out the Guidelines have no mention of LED in spite of the fact that the market is moving in that direction. He also noted that he wants Mr. Colin’s opinion on EIFS and stucco.

Mr. Colin responded from the street they look the same, but they are different materials. He said he would like to see stucco removed from the primary materials list and also questioned Hardiplank as a primary.

Chairman Holtgrewe added the committee doesn’t want to become the percentage police, that Guidelines should allow room for attractive, creative use of materials.

Mr. Colin suggested wording allowing for multiple secondary materials to make the building interesting.

Chairman Holtgrewe noted many surrounding municipalities have buildings that are very much the same because their guidelines are so rigid, but feels Arlington is unique and has a different feel.

Mr. Colin suggested the term textured block under secondary materials be clarified.

Chairman Holtgrewe proposed a requirement that developers provide mock-ups for staff review prior to construction. Ms. Reeder said it is not in the guidelines presently, but DRC
can place a condition on approvals requiring one and has recently. Mr. Reyes reminded the committee of recent projects where the committee required a mock up wall be built.

Mr. Colin added that material boards need to be a requirement.

Mr. Reyes pointed out the Guidelines still indicate the DRC shall consist of nine members, and asked about any control we have over irrigation boxes. Chairman Holtgrewe commented developers are often at the mercy of MLGW.

Chairman Holtgrewe thanked everyone for a great discussion. He added they all have their homework to do for the next agenda. Mr. Fung asked if there should be a work session instead and Ms. Reeder said it can go either way the DRC members see fit.

A. Zip's Car Wash Sign Permit – 6083 Airline Road

Chairman Holtgrewe noted the applicant was still absent and asked if the committee should proceed. Ms. Reeder said they should. Ms. Reeder provided an analysis (on file) explaining that the applicant is requesting DRC approval to reface an existing ground sign for Zip's Car Wash, who recently purchased Old Town Carwash on Airline Road.

Ms. Reeder explained the carwash was built in 2015 with the intent to reflect on the old train depot, with a building that mimics the depot design and a decorative ‘water tower.’ The material and color palette for the site utilizes stone, brick, and fiber cement board, and a pitched metal roof. The sign has a stone base matching the building and includes the same color as the siding with a red border with individually mounted letters in an older font.

She said the current proposal uses the same sign and lighting, therefore size, location, and lighting are fine. She noted Design Guidelines wording that says the sign should conform to the architectural character of the principal structure in terms of style, location and size, that materials and color should complement the building, and logos shall be subordinate to the overall sign design.

The original submittal did not meet these requirements, as it included no color, was primarily just the logo on a vinyl application, and used block letters that were not raised. The applicant revised the plan and the revisions more closely match the goals of our Design Guidelines; however, staff felt additional changes could further match the integrity of the Town’s approval of the site, such as reducing the logo size and adding details to complement the building.

Main Motion: Phillip Fung made a motion to approve the Sign Permit for Zip's Car Wash subject to DRC and Staff conditions. Ronald Colin seconded the motion.

Discussion:
Mr. Fung said it’s not a bad sign but the Zip’s logo is much too big.

Mr. Colin noted one of the rendering’s contained the word Arlington, which shrunk the logo a bit. He said he thought the words Arlington and Car Wash should be the same color.
Mr. Reyes asked about the trim color to which Ms. Reeder said it is the maroon color to match the building trim. Mr. Reyes suggested the words Arlington and Car Wash be painted in the same color using raised letters, not vinyl.

Mr. Fung said his concern would be what background color they use. Ms. Reeder said they agreed it would be gray to match the water tower and siding, and the letters would match the trim.

Mr. Fung mentioned that it is currently a wood sign and they are proposing a vinyl sticker for their logo. He worried vinyl is not durable, and suggested a raised logo would be more consistent.

Chairman Holtgrewe said it’s the applicant’s choice, but suggested a metal raised panel with the vinyl logo on it might be more durable.

Chairman Holtgrewe asked Ms. Reeder to read back the agreed upon suggestions that would make the sign consistent with our Guidelines. Ms. Reeder repeated that the background should match the wall color of the building, the border of the sign should match the trim (as it does now), the font and color of wording on the sign should match each other and the trim on the building (Arlington and Car Wash), and the sign should maintain raised lettering, including the logo.

**Motion on Main Motion as Amended:** Phillip Fung made to approve the Sign Permit for Zip's Car Wash subject to amendments as read by the Planner. Tommy Reyes seconded it.

**Vote on Main Motion as Amended:** The motion carried unanimously.

**CONDITIONS OF APPROVAL:**

1. The proposed ground sign as presented and with the conditions of approval, shall in all respects, comply with the applicable provisions of the Zoning Ordinance and Design Guidelines Manual.

2. A sign permit for each sign is required and shall be obtained from Shelby County Code Enforcement prior to installation. Prior to issuance of a sign permit, any changes required by the Design Review Committee shall be reflected on the plans and submitted to staff.

3. The sign shall be installed in accordance with all provisions of the Zoning Ordinance and Design Guidelines Manual.

4. Ensure the signage background matches the primary wall color of the building on-site.

5. Ensure the sign face is bordered with a color band to match the trim color on the building and water tower.

6. The font for the words ‘Car Wash’ is consistent and acceptable with the site character. As opposed to white, use the same red color as the building and sign trim, and maintain the word “Arlington” on the top of the sign in the same color to be consistent.
7. Utilize raised lettering on the sign, like the current painted wood letters. A vinyl logo is acceptable, but shall be placed on a durable, raised panel the size and shape of the logo to give the same 3-D appearance. Recommend using a material other than wood for the logo panel, to ensure durability of the vinyl on the sign.

C. Other as properly presented.

There was no additional new business to come before the committee.

V. Adjournment:

Chairman Holtgrewe called for a motion to adjourn.

Motion: Ronald Colin made the motion. Phillip Fung seconded it.

Josh Holtgrewe, Chairman

Phillip Fung, Secretary

Submitted By: Mary Helen Carmack, Planning Clerk